

# **Student Government**

## **Finance Priorities and Criteria**

### **Fiscal Year 2018**

#### **Allocation Process**

Student Government receives funds from students through designated student activity fees. These funds are given to Student Government to promote student life on campus through the funding of student organizations. The task given to Student Government Finance Committee is to make recommendations to the Student Government Senate regarding the distribution of these fees through the standard processes. Through Student Government Law, regulations for the distribution of these funds for the Fiscal Year (July 1– June 30) have been established. The Annual Allocations process shall allocate monies to student groups for expenses incurred from July 1 to June 30 of the fiscal year. Requests for Annual Allocations are made in the spring semester prior to disbursement. These regulations are stated in this document.

#### **General Rules**

##### **Eligibility Requirements**

Each organization that is requesting funds from Student Government is required to meet the following requirements:

- Organizations in existence for more than 365 days must prove an income of at least \$20 per fiscal year per student member as listed by the student organization database.
- The organization shall be officially recognized with the Student Activities Center (SAC).
- The organization shall be open to all activity fee-paying students and spouse cardholders.
- The organization shall not contribute or accept financial or material support to or from, any political party or campaign, endorse a political party, political ideology, or candidate, other than for Student Government elections.
  - Campus publications shall be able to endorse candidates for any office in sections clearly marked as opinion sections.
- The organization shall not request designated student fee money for the purposes of satisfying debts to either Student Government or outside entities.
- The organization shall not be a college or residence area Student Government constituency council.
- The organization shall not have more than half of its members receive academic credit for membership.
- The organization shall not receive funding from one or more academic department(s).
- The organization shall not exist, primarily, to assist students in attaining an internship, a scholarship, or a professional degree status.
- The organization shall not maintain an affiliation with an academic professional organization.
- The organization shall not have a mission consistent with or directed towards a particular academic program.
- The budget proposal must be organized by line items, all of which must have justification and a specific cost estimate.

#### **Authority of Implementation**

The Finance Committee is empowered through the Constitution and Bylaws to act on behalf of the Senate on all financial matters, including the interpretation, application, and enforcement of this document. All references within this document to the Senate or Student Government give authority to the Finance Committee, as the sanctioned representative for financial affairs of the Legislative branch. The Finance Committee is empowered by Student Government Law to represent Student Government in all appropriate financial proceedings, unless specifically prohibited or limited by Student Government Law. All actions of the Finance Committee are subject to review and/or modification by the Senate.

### **Categorization of Student Organization**

The Student Organization Recognition Board (SORB) shall determine into which Student Activities Center recognition category a student organization should be placed. Then, the Finance Committee shall determine into which funding tier a student organization should be placed.

### **Duplication of Services**

Unless the request is for an event or a conference, a duplication of service will not be funded. The service in question shall be funded solely through the organization best suited to provide the service to Iowa State students. In the event that multiple organizations are seeking to attend the same event or conference, the transportation costs will be split proportionally between the organizations based upon the number of individuals from each organization attending the event or conference.

### **Financial Records**

The Finance Committee and the Finance Director reserve the right to request a copy of all financial records, legal documents, and publicity materials of an organization that has received or is requesting funds. These requests must be fulfilled within five (5) class days or penalties will be incurred.

### **Filing of Budget Requests**

Organizations must submit the completed budget request using the online budget system by the stated due date to avoid incurring a late fee. This late fee will be assessed at a rate of ten (10) dollars per day. Budget requests will be accepted, with the appropriate late fee, until a date determined by the Finance Director.

### **Membership**

Herein the term 'student members' shall be defined as students who are currently enrolled at Iowa State University, who pay the current student activity fee, and are registered as "Student Members" of the student organization on the student organization database. The membership of the organization will be determined using the roster function of the student organization database at the start of the organization's first hearing. The membership total of an organization shall be subject to review and/or modification by an affirmative two-thirds vote of Finance Committee.

### **Printed and Electronic Materials**

All printed and electronic materials must include "Funded by students through Student Government" or an acceptable equivalent phrase in a suitable size. Student Government reserves the right to request a copy of all printed or electronic materials from the organization.

### **Exception Process**

No part of the “Eligibility Requirements” section of this document shall be waived before, during, or after the funding process. However, all other sections of this document may be waived by an explicit affirmative two-thirds vote by either the Finance Committee or the Senate.

## **Funding Ineligible Expenditures**

The following shall be considered funding ineligible expenditures:

- Association Dues
- Campus Building Rentals
- Clerical Services (Non-Salary)
- Decorations
- Donations, Gifts, Memorials
- Non-International/Non-Ethnic Clothing
- Non-International/Non-Ethnic Food
- Fundraising Expenses
- Job or Career Fairs
- ISU Center Services
- League Registration Fees
- Lodging
- Patches, pins, prizes and trophies
- Photography
- Referees, Umpires, Judges, Instructors, Coaches and all related expenses
- Uniforms
- Social Activities
- Trips to and from the Des Moines International Airport

Speakers, Performers, and Films which shall be administered through the Committee on Lectures or the Student Union Board

The Finance Committee reserves the right to deem other items not listed above as non-criteria expenditures.

## **Funding Eligible Expenditures**

### **Advertising**

- Advertising for Philanthropic Events will only be considered for organizations whose primary purpose is Philanthropy.
- Get Involved Booklet
  - Organizations shall be eligible for one advertisement in the Get Involved Booklet up to the minimum rate, given that this is the only Student Government advertising expense for the fiscal year.
- Funding for the Flyer Distribution service through the Student Activities Center shall be considered under this category
- Funding for posters and flyers used for advertising purposes shall be funded under the printing category.

- Student Government Partnered and Sponsored Organizations shall not be subject to advertising limitations.
- Electronic Mailing List
  - Mass electronic mailing lists shall be obtained using the big mail system provided by ISU ITS.
  - Groups are eligible for two electronic mailing lists per fiscal year upon demonstration of sufficient cause.
  - Fees associated with sending electronic mail to these lists will be included.
- Other
  - Internet sites, radio advertising, or other media will be considered only if it is readily accessible and available to Iowa State University (ISU) students.
  - Organizations shall be eligible for up to \$50 per fiscal year, under the “Other” category in Advertising.

### **Books, Magazines, Videos, and Media**

- Only books, magazines, videos, and media that further the group’s purpose shall be considered, but must not be already available on campus.
- Requests for books, magazines, videos, and media shall be accompanied by specific titles.
- Organizations are required to disclose information on previously funded books, magazines, videos, and media using the equipment function on the student organization database.
- Organizations shall be eligible for \$50 per fiscal year

### **Capital Expenses**

- Only Student Government Partnered and Sponsored organizations are eligible for these expenditures.
- Capital equipment will be defined as an item with a useful life expectancy of at least three (3) years.
- All capital equipment purchased with Student Government funds is the property of Student Government.
- Disposal of Student Government property will require the written approval of the Student Government Finance Director.
- The organization shall provide an estimated life expectancy of the capital expenditure.
- Organizations are required to disclose information on previously funded capital equipment using the equipment function on the student organization database. Failure to do so will be grounds for denial of further requests.
- Evidence of abuse or mishandling of equipment will be grounds for denial of further requests.
- Organizations must submit three (3) written bids by the budget request due date, unless it is impossible to get three (3) bids.
- Student Government will not fund computer hardware unless there is a need for confidential records to be stored on it, or limited access to it, or a significant cost savings can be demonstrated.
- Student Government will fund computer software on a case-by-case basis.
- Sports Equipment that is primarily protective in nature and club equipment that is used by all team members and whose primary purpose is safety will be considered under this category.
- Shipping costs for capital items will be considered.

## **Repairs**

- Requests for funds to repair Student Government-funded equipment shall be considered.

## **Equipment Rentals**

- Off-campus rental of equipment will not be considered for funding unless equipment available on campus is inadequate or insufficient.

## **Traditional Attire**

- Defined as clothing specific to a verifiable historical cultural tradition
- Only traditional attire will be considered if it has more than a one (1) time use and not fitted to a specific person.
- Clothing or Traditional Attire that is purchased with Student Government funds is owned by Student Government.
- Organizations are required to disclose information on previously funded clothing and traditional attire using the equipment function on the student organization database. Organizations must submit three (3) written bids, for each item.
- Clothing/traditional attire must not be available on campus.
- If funding was granted the previous fiscal year, it will not be considered during the current allocation cycle.
- Shipping costs for clothing and traditional attire will be considered.

## **Conferences**

Requests for up to the full cost of registration to a specified number of conferences will be considered according to the following:

- Conferences must be identified by sponsoring organization, date, place, and official detailed description of the conference to be considered; such as website, brochure, etc.
- Organizations requesting conference registration funds shall be eligible for a maximum of \$150 per individual per conference.
- Conference lodging and meals will not be considered.
- Conference expenses for organizations that have been registered with SAC for less than one (1) year will not be considered.
- Expenses for non-ISU students will not be considered.
- Leadership conferences will be considered only if there is sufficient evidence that the conference in question does not duplicate services provided on campus.

## **Competitive Trips**

There will be no cap on the number of competitive trips that can be considered. However, since groups are eligible to receive funding for a greater number of trips, each trip will be funded at a reduced rate. The following guidelines will be applied.

- Requests for up to the half the amount of registration will be considered.
- Requests for lodging and meals for competitive trips will not be considered.
- Expenses for non-ISU students will not be considered

## **Conference and Competitive Trip Transportation**

Transportation to and from the conference site will be considered up to the current rates for the appropriate University vehicles.

- Only mileage found using the current Student Government method will be considered.
- Mileage can be found using <http://maps.google.com>.
- Only city-to-city mileage to the conference and back will be funded.
- Travel expenses at the conference or competitive trip will not be considered.
- Conference transportation funds will only be provided to ISU students participating in the conference.
- Funding for transportation can only be used for any means of transportation approved by the Office of Risk Management.
- Reduced rate will be 50 % of the appropriate University vehicle rate
- Vehicles required for equipment transport will be considered on a case-by-case basis at the current University rate.

### **Copyright and Licensing Fees**

- Copyright and licensing fees will be considered on a case-by-case basis.

### **Insurance**

- Will only be considered if the insurance is required by the University
- Will be considered on a case-by-case basis.

### **International/Ethnic Food**

- Requests for International/Ethnic food for events will be considered only if open to the public and will be limited to one (1) event per organization per year.
- Ethnic food must be specifically served at events with the primary purpose of promoting culture
- Student Government funding shall be limited to the following:
  - If the event is being held for the first time, the following formula shall be used: \$8 (per plate) × 2 × (the number of group student members)
  - If the event has been held in the past, the following formula shall be used: total previous attendance × \$8 per plate.
- Only International/Ethnic food costs will be considered for organizations classified as Multicultural by the Student Organization Recognition Board (SORB).
- Student Government funding will be limited to an amount such that the organization does not make a profit from the event.
- Organizations requesting funding for International/Ethnic food must complete and submit along with their budget request, a detailed description of the event. This description must include:
  - A detailed description of the international or ethnic event.
  - The expected date and location of the event.
  - A detailed breakdown of dishes served, admission costs, a summary of the profits and expenses from any previous events.
  - The expected attendance.

### **Entertainment**

- Forms of entertainment may be considered, on a case-by-case basis.

### **Office Supplies**

Requests for office supplies for organizations with an on-campus (non-student- housing) office shall be considered according to the following:

- Organizations shall be eligible for \$60 per fiscal year for office supplies.
- Student Government Partnered or Sponsored Organizations shall not be subject to office supply limitations.

### **Postage and Shipping**

- Requests for Postage and Shipping shall be only considered for outgoing mail.
- Look to Capital Expenses and Clothing/Traditional Attire for incoming shipping costs.
- Requests will be considered on a case-by-case basis.
- Whenever the quantity of any single mailing qualifies for bulk mail rates, only the minimum bulk mail rates will be considered. A bulk mail permit is available through ISU Postal and Parcel Services.

### **Printing**

Printing requests will be considered up to the current rates for the ISU Printing and Copying Services.

- Groups may use their allotted printing quota for any printing purposes.
- Funding eligible organizations shall be eligible for \$60 per fiscal year in printing expenses.

### **Professional Development**

- Student Government funded employees are eligible for professional development requests. Professional development requests shall be limited to \$1500 per professional employee per year.

### **Publications**

Publications will be subject to the following funding guidelines:

- The publication must be made available at five (5) or more locations on campus.
- Publications are allowed and encouraged to pursue funding from academic departments and from advertising.
- Requests for up to one-thousand, two hundred (1,200) copies per issue shall be considered, with a maximum price of \$5 per copy.

### **Salaries and Wages**

Salaries and wages shall be considered only for SG Partnered and Sponsored Organizations and limited to other organizations on a case-by-case basis.

- Student employees will be funded at the minimum wage.

### **Utilities**

- Ethernet
  - Monthly charges for Ethernet service for twelve (12) months will be considered for organizations that have an on-campus (non-student-housing) office with a telecommunications account. Installation fees will not be funded.
- Long Distance Telephone
  - Requests of up to \$50 per year for long distance and fax charges will be considered for organizations with an ISU telecommunications account. Special requests for monthly charges

will be considered. Phone cards will not be considered. A facsimile machine is available in the Student Government office.

- All utilities will be considered on a case-by-case basis
- Additional Webspace
  - Requests for funding by student organizations for additional webspace will be limited to \$60 per year. Organizations requesting funding shall demonstrate a need for additional webspace.
  - Requests for off campus websites will not be considered in accordance with the Student Activities Center policy.